RESPITE CARE PLACEMENTS:

Respite care placements, with the exceptions noted below, are documented as In-Home services. Respite care can be provided to the child's family or to a placement provider. If respite care is provided to the child's family, the respite care placement is not a removal from home. If respite care is provided to a placement provider, the respite care placement is not a "change" in placement providers. When respite care is documented as an In-Home service, each county has the option of generating or not generating a payment to the respite care provider via WiSACWIS.


<u>Exceptions:</u>

If the following conditions exist, the respite care placement should be documented as an Out-of-Home placement:

- Preceding the respite care placement, the child is in an Out-of-Home placement as the result of a court order or voluntary placement agreement, and the respite care provider is a licensed foster home or treatment foster home, and the Out-of-Home placement provider that provided care immediately before the respite care is not being paid for the days that the child is in respite care, and the respite care provider is being paid for the time the child is in respite care.

Successful documentation of an Out-of-home Placement or an In-home service assumes that the child's person management record is up to date. Please see the How Do I titled "Common Documentation Tasks For All Settings (In-Home & Out-of-Home)" for information surrounding documenting a person's demographics.

Also note that as part of the placement documentation the eligibility record for that child must be completed. See the above referenced How Do I for information surrounding documenting eligibility for a child.

And lastly, when ending placements or services, please refer to the above referenced How Do I for information surrounding ending a placement in eWiSACWIS.
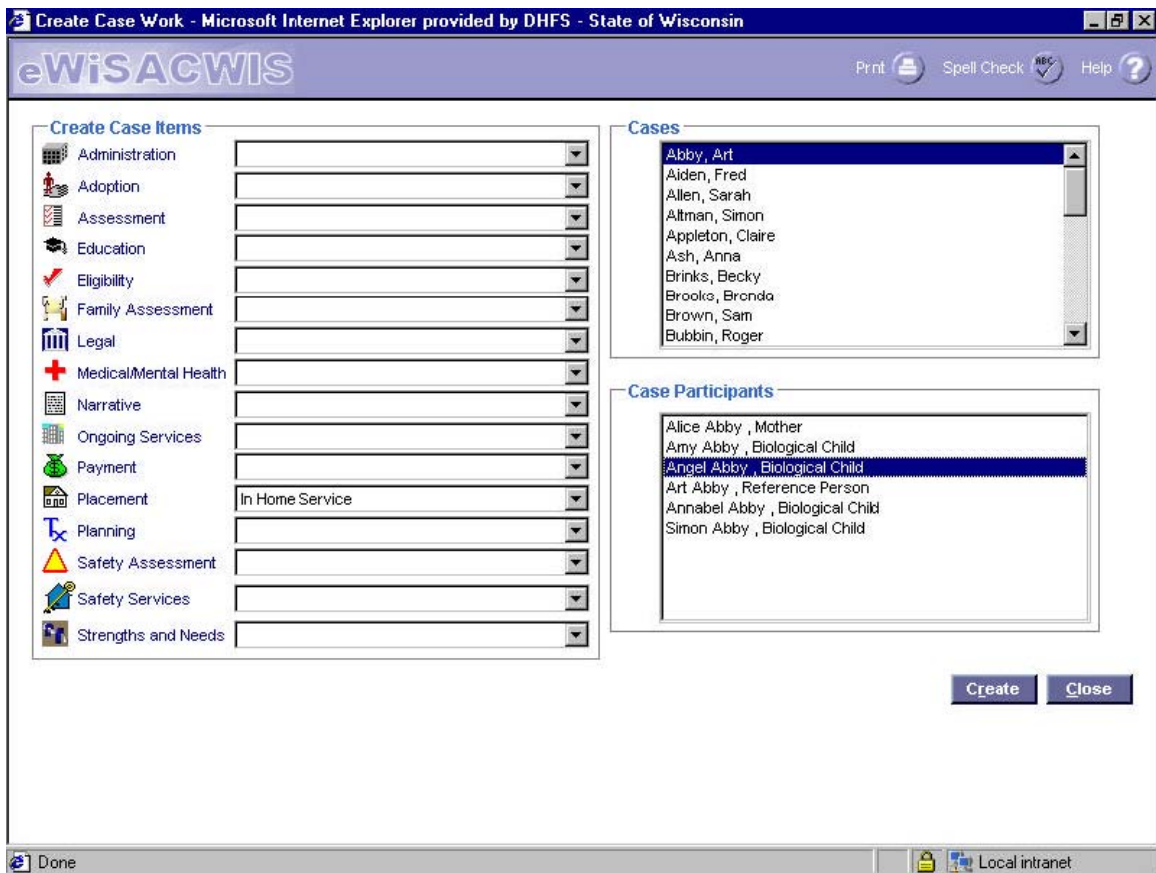
Create Casework Page (In-Home Service)

Step 1 of 3

- From the Create Casework page select: Placement>In-Home Service>Case>Case Participant>Create

Placements and Services Page>Service Tab (In-Home Service)
Step 2 of 3
- On the Placements and Services page, Service tab, complete all needed fields.
- Enter the first day of the placement in the Placement Begin Date field.
- In the Service Category field choose Respite Care
- In the Service Type field choose the appropriate value Respite Care Pay or Respite Care Non Pay.
- In the Placement Status field choose Child Residing with Family (Not AA)

Placements and Services Page>Provider Tab (In-Home Services)
Step 3 of 3

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- In the Target Pop field choose the appropriate value. The default value is "CHPS Other".
- Return to the Service tab.
- To approve the In-Home service and send it your supervisor for approve choose Options>Approval>Go>Approve radio button>Continue.
- Click Save and then click Close on the Placements and Services page.

If the respite care placements meets one of the exceptions noted above then follow the procedure noted below.
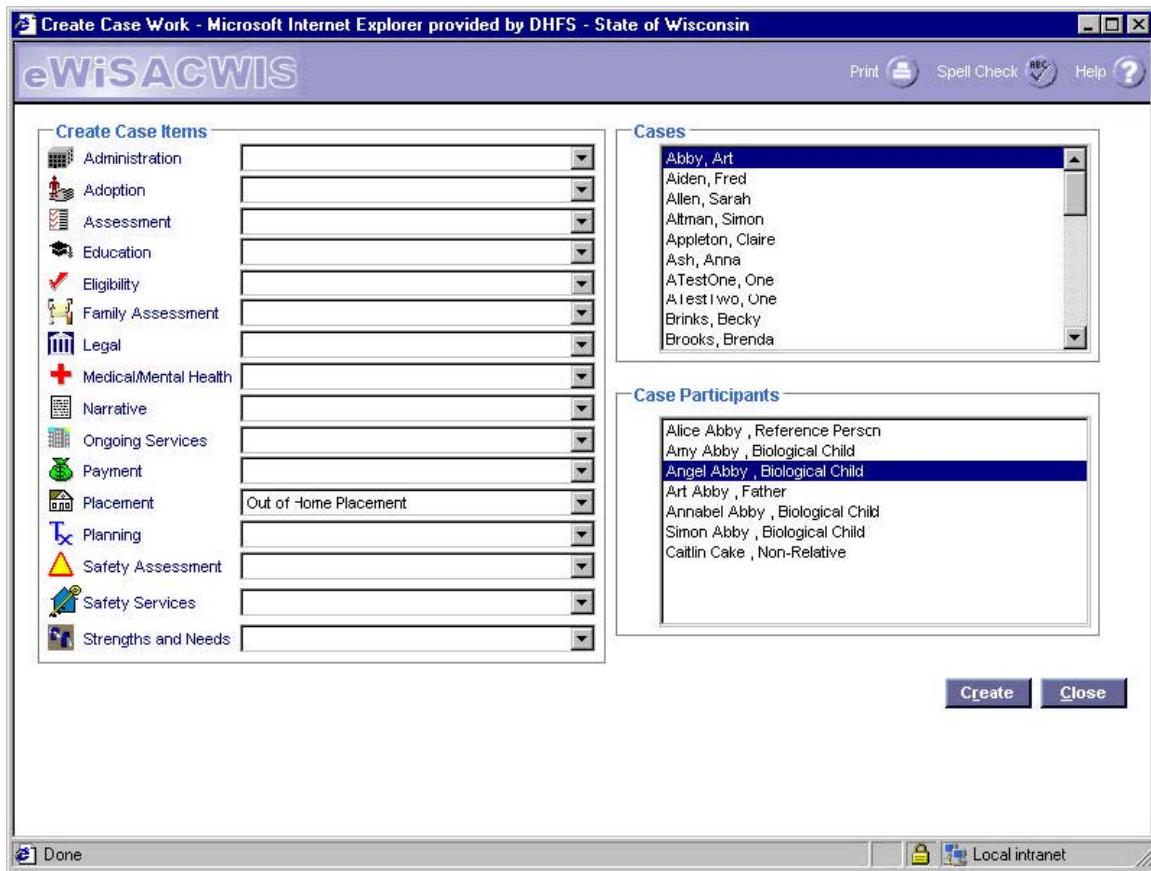
Create Casework Page (Out-of-Home Placement)

Step 1 of 4

- From the Create Casework page select: Placement>Out-of-Home Placement>Case>Case Participant>Create

Placements and Services Page > Service Tab (Out-of-Home Placement)

Step 2 of 4

- On the Placements and Services page, Service tab, complete all needed fields.
- Enter the first day of the placement in the Placement Begin Date field.
- If this placement is a removal from home (start of a placement episode) be sure to enter the correct removal date in the Date Removed from his/her home.
- Select the correct Removal Reason(s) from the Removal Reasons pop-up page.
- In the Service Category choose Respite Care
- In the Service Type choose Respite Care Pay
- In the Placement Status field choose the appropriate value Foster Family (Relative) or Foster Family (Non-Relative)

Placements and Services Page > Service Tab (Out-of-Home Placement) (continued)

Step 3 of 4

- Enter the Child Removal from home information if this placement is a removal from home.
- Select the appropriate values for the KIDS Referral information.

Placements and Services Page>Provider Tab (Out-of-Home Placement)
Step 4 of 4

- Search for the Respite Care provider.
- In the Target Pop field choose the appropriate value. The default value is "CHPS-Other".
- Return to the Service tab.
- To approve the placement and to send it to your supervisor for approval, choose Options>Approval>Go>Approve radio button>Continue.
- Click Save and then click Close on the Placements and Services page.